

**Jane Doe**  
123 Employment Dr.  
Chesterfield, MO 63017  
636-555-1234  
Email: iworkhard@aol.com

- Objective:** To work in a library.
- Education:** Montgomery Central High School, class of 2007
- Skills:** Acting, key boarding, Microsoft Office, calculator, organizational, and interpersonal skills
- Experience:**
- Montgomery Central High School Library, 2004-**  
Volunteer, School Library
  - Manufacturing, Inc. 2005**  
Intern in the Graphics Department
  - Project HELP, Parkway Central High School 2004-**  
Many different volunteer service projects
  - St. Luke's Hospital, 2004**  
Volunteer in the stock room
  - Girl Scout Brownie Day camp, 2004**  
Aide
  - Girl Scout troop 111, Chesterfield, MO 2003-**  
Troop Treasurer
- Interests:** Piano, Jazz Dance, Ice Skating and Reading
- Awards:** Spirit of Central Award, Honor Roll, Outstanding Citizenship Roll, Girl Scout Leadership Pin and Ten-Year Pin, Missouri Youth Leadership Forum 2005, Youth Leadership St. Louis 2005-2006, Superior in piano competition 2004 and 2005
- References:**
- Rob Goodtoworkfor, Manufacturing, Inc.  
636-531-1234  
rgoodtoworkfor@charter.net
  - Teresa English, Montgomery Central High School  
314-451-1234  
tenglish@mont.k12.mo.us
  - Julia Historian, Montgomery Central High School  
314-452-1234  
jhistorian@mont.k12.mo.us